

## **COMMUNITY SERVICES PROGRAM COORDINATOR**

### **DEFINITION**

To supervise, coordinate, and participate in the operations of an assigned daycare center, preschool, recreation program, or unit; to perform a variety of administrative and clerical functions in support of assigned programs; and to perform related work as required.

### **LEVEL OF SUPERVISION AND RESPONSIBILITY**

Employees in this classification receive general supervision from designated division supervisory personnel within a well-defined framework of policies and procedures. Employees in this classification may direct, monitor and evaluate the work of full-time Community Services Program Assistant(s) and/or part-time, casual, and temporary employees. Employees in this classification may be responsible for the development and implementation of assigned programs focused on one or more of the following areas: before and after school care, preschool, sports and teen programs, recreation facilities use and rental unit, specialized classes, senior programs, performing arts, aquatics, and/or special events and other related community activities. This job class requires specialized knowledge of child development and/or recreation theories and practices, strong organizational skills, and the ability to interact effectively and positively with both children and adults.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** – *Essential functions may include, but are not limited to, the following:*

Supervise, coordinate, and participate in the day-to-day operations of assigned recreation program; organize daily events, direct and monitor the work of support staff, and participate in the implementation of a variety of program activities.

Supervise, coordinate, and participate in the planning and implementation of recreation programs appropriate for participants' age groups, reflective of traditional theories and practices, and in compliance with federal, state, and City governing codes, regulations, and guidelines.

Supervise participants in a variety of program activities consistent with community recreation programs.

Communicate with participants on an on-going basis; produce or assist in producing flyers, calendars, newsletters, and other promotional materials to inform the community of programs and upcoming events.

Assist the Community Services Supervisor or designated supervisory staff in the preparation of annual budget for assigned program; account for assigned monies; coordinate and implement the purchase of necessary supplies and equipment, as well as needed repairs and maintenance.

Assist in the recruitment, selection and scheduling of part-time staff; provide supervision, training, orientation, and guidance to assigned staff; prepare weekly and daily schedules for all assigned personnel as directed; when applicable, provide input to performance evaluations for assigned full-time Community Services Program Assistant(s) assigned to program.

Maintain records and files on all participants; update emergency and other pertinent information on a regular and as needed basis. Where applicable, produce reports, handle money and tickets to various events.

Promote safety and render first aid as required. Document all incidents involving injury, behavioral problems, and/or any unusual events; communicate as appropriate to supervisor, parents and others; maintain all related records.

Participate in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintain and update all records required by state and local regulatory agencies.

Coordinate and participate in a variety of program operations and facility maintenance activities such as cleaning and sanitizing rooms, furniture, and play equipment; cooking, serving, cleaning up, and storing food.

Plan, organize, and conduct field trips as directed; assist with special recreational events and/or community activities as assigned. Coordinate set-up, take-down and logistical support of assigned events.

## **QUALIFICATIONS**

### **Knowledge of:**

Standard and accepted methods, techniques, principles, and procedures related to childcare, preschool and/or recreation programs and operations;

Depending upon assignment, cognitive, mental, and physical developmental characteristics of preschool, elementary, and/or middle or high school age children;

A variety of games, sports, arts, crafts and other recreational activities appropriate to various ages of participants;

Basic principles of budget preparation and monitoring;

Basic principles and practices of employee supervision;

Basic first aid, health/hygiene, and safety standards and practices;

Standard English usage, spelling, grammar, and punctuation.

Customer service skills and telephone etiquette.

**Ability to:**

Learn and apply City's policies, procedures, and organizational priorities related to preschool, recreation and childcare programs;

Understand and carry out both oral and written instructions in an independent and timely manner;

Perform mathematical calculations including addition, subtraction, multiplication, and division;

Operate a variety of office machines and equipment such as typewriter, personal computer, calculator, fax machine, and copier;

Plan and prepare recreation activity schedules, staffing schedules, rosters, flyers, reports and other related program materials;

Organize and prioritize tasks in an effective and timely manner;

Maintain and update a variety of files and records including confidential documentation;

Prepare written narratives, correspondence, notices, newsletters, and reports in a clear and concise format;

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner;

Communicate effectively, tactfully, and positively in both oral and written forms;

Establish and maintain effective work relationships with those contacted in the performance of required duties.

**EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be either:*

**1. Training:**

Equivalent to the completion of the 12th grade and 18 units\* in recreation, early childhood education, child development, or closely related field, AND

**Experience:**

At least five (5) years of work experience in recreation or closely related program, or teaching in a licensed day care center, structured preschool environment or comparable group childcare program; OR

**2. Training:**

An Associate's degree\* with major emphasis in recreation, early childhood education, child development, or closely related field; AND

**Experience:**

At least three (3) years of work experience in recreation or closely related program, or teaching in a licensed day care center, structured preschool environment or comparable group childcare program; OR

**3. Training:**

A Bachelor's degree\* with major emphasis in recreation, early childhood education, child development, or closely related field; AND

**Experience:**

At least two (2) years of work experience in recreation or closely related program, or teaching in a licensed day care center, structured preschool environment or comparable group childcare program.

***\*Kids Junction before and after school daycare center positions: per licensing requirements, three (3) units of the required education must be in administration or staff relations.***

**Licenses and Certificates:**

Possession of or ability to obtain a valid California drivers license; a standard First Aid Certificate issued by the American Red Cross; CPR Certification.

**TYPICAL WORKING CONDITIONS**

Work is typically performed in a classroom environment, an office environment, and outdoors. Incumbent may be required to drive on surface streets for short periods of time to perform duties at off-site locations, and may be exposed to weather conditions while performing some duties outdoors. Work hours could include weekends and weeknights.

**TYPICAL PHYSICAL REQUIREMENTS**

On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while monitoring recreation programs; crawl, climb, kneel and twist intermittently when setting up various recreation and childcare programs; may occasionally need to lift, carry, and push boxes or equipment weighing up to 25 pounds. Perform simple grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Use a telephone to communicate verbally and use a keyboard to communicate through written means, to review information and enter and retrieve data. See and read characters on a computer screen. Maintain mental capacity that allows for effective interaction and communication with others.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**